



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 5351.1B  
BUMED-M09B1  
28 Jun 2011

BUMED INSTRUCTION 5351.1B

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: COMMAND ORIENTATION PROGRAM

Ref: (a) OPNAVINST 1740.3C

Encl: (1) Command Orientation Topics – Navy Pride and Professionalism

1. Purpose. To issue revised policy and guidance regarding the Command Orientation Program (COP) at Bureau of Medicine and Surgery (BUMED) Headquarters.

2. Cancellation. BUMEDINST 5351.1A

3. Discussion

a. The introduction of a member into a new command can have a significant impact on the future performance of the individual. Factors which improve morale and foster esprit de corps between the command and the new member include command history, command mission and structure, and realistic job expectations.

b. Members transferring to a new command face personal and family needs, anxiety over the unknown demands, and professional challenges of the new environment. The COP along with the Sponsor Program, is designed to help in the successful transition of new staff members into productive members of the command.

4. Applicability. COP sessions, offered once each month, shall be afforded to all newly assigned personnel within 30 days, and shall be attended by all newly assigned personnel within 60 days of reporting.

5. Responsibilities

a. Chief of Staff, Deputy Chiefs, Assistant Deputy Chiefs, Corps Chiefs/Directors, and Special Assistants shall:

(1) Ensure the information in this instruction is widely publicized, emphasizing mandatory attendance at COP sessions for all newly reporting personnel.

(2) Facilitate the availability of subject matter experts (SME) in the topics presented at each COP session.

(3) Ensure all newly reporting personnel are scheduled and afforded time to attend COP session.

(4) Develop a departmental policy specific to individual codes which include orientation to the assignment, as well as the policies and procedures necessary for the individuals to function effectively before assuming their specific duties.

b. Headquarters Administrative Services (BUMED-M09B11) shall:


(1) Ensure an informative COP session is conducted and meets or exceeds the requirements of reference (a).

(2) Facilitate and coordinate the COP by providing an approved program format and a published COP Manual.

(3) Provide audiovisual support, schedule newly reporting staff, and document attendance.

(4) Coordinate with the various SMEs to present their specific topics at each COP session.

c. Command Training Team. Coordinates and presents a Navy Pride and Professionalism workshop on a monthly basis. This training shall follow the half day COP Session.



M. L. WEINSTEIN  
Chief of Staff

28 Jun 2011

### **COMMAND ORIENTATION TOPICS**

- Welcome & Opening remarks
- Chief of Staff
- Command Master Chief
- Pastoral Care
- Sexual Assault Prevention and Response Program
- Security and Communications
- Staff Judge Advocate
- Support Services
- Safety/Operation Risk Management
- Public Affairs
- Navy Medical Operational Plans and Policy (N-931)
- Drug and Alcohol Prevention (DAPA)
- Command Managed Equal Opportunity
- Navy Ombudsman
- Automated External Defibrillation (AED) Program – Basic Instruction

### **NAVY PRIDE and PROFESSIONALISM**

- Personal Financial Management
- Command Career Counselor
- Decision Making
- Navy Core Values
- Communication and Conflict Management
- Mentoring
- Diversity
- Uniform Wear
- Navy Family Readiness
- Military Etiquette and Courtesy
- Violent Crime and Suicide Awareness